



**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA**

MONDAY

NOV. 19th, 2018

7:00 P.M.

A. PLEDGE OF ALLEGIANCE

B. CONSENT AGENDA

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. October 1, 2018 minutes
- b. October 15, 2018 minutes

3. COMMUNICATIONS

- a. Letter from Eagle Scout candidate Leviathan Husson
- b. Victualer's license renewal – Hannaford Bros. Co., LLC
- c. Victualer's license renewal – Coffee Break Cafe

4. REPORTS

- a. Finance Committee Minutes – None
- b. Infrastructure Committee Minutes – 9/24/2018
- c. Planning & Development Committee Minutes – 10/3/2018
- d. Services Committee Minutes – 10/9/2018

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

- a. Consideration of the proposed amendments to the Board of Appeals Ordinance – *referred by Council October 15th, 2018*

NOTE: The Council will take a 5-minute recess at 8:00 pm.

- b. Consideration of the proposed amendments to the General Assistance Ordinance – as prepared by MMA for the Office of Family Independence, State of Maine – *referred by Council October 15th, 2018*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Appointments to the Recreation & Pool Committees – *referral from Services Committee*
 - Joshua Scroggins - Recreation
 - Stephanie Shayne - Recreation
 - Jane Jarvi - Recreation
 - Patrick Foley - Pool
 - Marsha Richardson - Pool
- b. Appointment to the Board of Assessment Review -*Referral from Finance & Administration Committee*
 - Avery Caldwell
- c. Appointment to the Personnel Appeals Board – *Referral from Finance & Administration Committee*
 - Kristie Foster

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- a. Request for authorization for the expenditure of \$525 from Computer IT Reserve account 3-711-00 for the postage meter lease– *referral from Finance & Administration*
- b. Ratification of the affirmative vote of August 6th for the expenditure of \$1,863 from Matching Grant Reserve account 3-780-00 for the Town's share of the Assistance to Firefighters Grant for fitness equipment – *referral from Finance & Administration*
- c. Request for authorization for the expenditure of \$21,000 from Equipment Reserve account 3-71700 for the purchase of the public works (cemetery) pickup truck #57– *referral from Finance & Administration*
- d. Liquor License renewal for Armstrong Tennis Center
- e. Liquor License renewal for White House Motel, Inc.

- E. COMMITTEE REPORTS**
- F. MANAGER'S REPORT**
- G. COUNCILORS' COMMENTS**
- H. ADJOURNMENT**



**HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES**

MONDAY

OCT 15th, 2018

7:00 P.M.

Attending:

*Mayor McPike
Councilor McAvoy
Councilor Cormier
Councilor Wilde
Councilor Marble
Councilor Wright
Councilor Ryder*

*Town Manager Jim Chandler
Town Clerk Paula Scott*

Mayor McPike called the meeting to order at 7:00 p.m.

- A. PLEDGE OF ALLEGIANCE** – *Mayor McPike led the Pledge of Allegiance*
- B. CONSENT AGENDA** – *Councilor McAvoy made a motion, seconded by Councilor Marble, to accept the consent agenda. Unanimous, 7-0.*

Resolution 2018-162

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. **None**

3. COMMUNICATIONS

- a. **Proposed 2019 State Valuation**

4. REPORTS

- a. **Finance Committee Minutes – Sept 17th, 2018**
- b. **Infrastructure Committee Minutes – None**
- c. **Planning & Development Committee Minutes – Sept 5th, 2018**
- d. **Services Committee Minutes – Sept 10th, 2018**

- C. PUBLIC COMMENTS** - *None*

NOTE: The Council will take a 5-minute recess at 8:00 pm.

D. POLICY AGENDA**1. NEWS, PRESENTATIONS & AWARDS - None****2. PUBLIC HEARINGS**

- a. **Proposed amendments to the Fees Ordinance – referred by Council on October 1st** - At 7:04 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to open the public hearing. Unanimous, 7-0.

Resolution 2018-163

There was no public comment and at 7:05 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to close the public hearing. Unanimous, 7-0.

Resolution 2018-164

Councilor McAvoy made a motion, seconded by Councilor Marble to adopt the proposed amendments to the Fees Ordinance as presented. Councilors McAvoy, Wilde, Cormier, Marble, Wright and Ryder voted in favor. Mayor McPike voted in opposition. Motion carries, 6-1.

Resolution 2018-165

- b. **Proposed repeal of the Outdoor Wood Boiler Annual Licensing Ordinance – referred by Council on October 1st** – At 7:20 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to open the public hearing. Unanimous. 7-0.

Resolution 2018-166

There was no public comment and at 7:21 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to close the public hearing. Unanimous, 7-0.

Resolution 2018-167

Councilor Wright made a motion, seconded by Councilor McAvoy, to repeal the Outdoor Wood Boiler Annual Licensing Ordinance. Unanimous, 7-0.

Resolution 2018-168

- c. **Proposed amendments to the Town Ways Ordinance – referred by Council on October 1st** – At 7:28 p.m., Councilor McAvoy made a

motion, seconded by Councilor Marble, to open the public hearing. Unanimous, 7-0.

Resolution 2018-169

There was no public comment and at 7:29 p.m., Councilor McAvoy made a motion, seconded by Councilor Marble, to close the public hearing. Unanimous, 7-0.

Resolution 2018-170

Councilor McAvoy made a motion, seconded by Councilor Marble, to adopt the proposed amendments to the Town Ways Ordinance as presented. Councilors Wright, Marble, Wilde, McAvoy and Mayor McPike voted in favor. Councilors Cormier and Ryder voted in opposition. Motion carries, 5-2.

Resolution 2018-171

3. NOMINATIONS – APPOINTMENTS – ELECTIONS - None

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

- a. Council referral to public hearing the proposed amendments to the Board of Appeals Ordinance – referral from Planning & Development Committee** – Councilor Ryder made a motion, seconded by Councilor Wilde to refer the Board of Appeals Ordinance to public hearing on November 19th. Unanimous, 7-0.

Resolution 2018-172

- b. Council referral to public hearing the proposed amendments to the General Assistance Ordinance – as prepared by MMA for the Office of Family Independence, State of Maine** – Councilor Marble made a motion, seconded by Councilor Wilde, to refer the proposed amendments to the General Assistance Ordinance to public hearing for November 19th. Unanimous, 7-0.

Resolution 2018-173

- c. **Request for authorization for the expenditure of \$7,784 from Police Cruiser Reserve for the purpose of outfitting the new cruiser with equipment – referral from Finance & Administration – Councilor McAvoy made a motion, seconded by Councilor Marble, to authorize the expenditure of \$7,784 from the Police Cruiser Reserve to outfit the cruiser with equipment. Unanimous, 7-0.**

Resolution 2018-174

- d. **Liquor License renewal for Pizza Gourmet – requested by Brian Carlisle, Pizza Gourmet – Councilor Ryder made a motion, seconded by Councilor Marble to approve the liquor license for Pizza Gourmet. Unanimous, 7-0.**

Resolution 2018-175

- e. **Request for authorization for the expenditure of \$34,000 from Recreation Area Reserve for the purpose of awarding a contract to Plymouth Engineering to perform professional services to secure stormwater permitting for the Western Avenue Municipal Properties – referral from Finance & Administration – Councilor Marble made a motion, seconded by Councilor McAvoy, to authorize the expenditure of \$34,000 from Recreation Area Reserve to award the contract for professional services for the Western Avenue municipal properties to Plymouth Engineering for stormwater permitting. Councilors Ryder, Wright, Marble, Wilde, McAvoy and Mayor McPike voted in favor. Councilor Cormier voted in opposition. Motion carries, 6-1.**

Resolution 2018-176

E. COMMITTEE REPORTS

Planning & Development – Councilor Ryder reported that the committee has been discussing the process for impervious surfaces in the impaired stream.

Services Committee – Councilor Marble reported that the committee supported staff efforts to contact Spectrum regarding their not holding up their end of the contract at the Skehan Center. Discussion on Vafiades landing will be discussed at the next meeting on November 13th

Infrastructure Committee – Councilor Cormier reported that the next meeting will be on Monday the 22nd.

Finance & Administration – Councilor McAvoy reported that all items heard at Committee were acted on tonight.

- F. **MANAGER'S REPORT** – *Manager Chandler congratulated Tradewinds on their grand opening and reported on the status of tax collection and the mold remediation project.*
- G. **COUNCILORS' COMMENTS**
Councilor Ryder – No comment
Councilor Wright – No comment
Councilor Marble – No comment
Councilor Wilde – No comment
Councilor Cormier – No comment
Councilor McAvoy – Stated that he is concerned that the changes to the Board of Appeals Ordinance may be governed by charter and that would need to be figured out. He reminded folks to shop local and buy American and wished Hampden goodnight.
Mayor McPike – Reminded the public that the November 5th meeting has been cancelled.
- H. **ADJOURNMENT** – *With no other business to conduct, the meeting adjourned at 7:45 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk

B-2-b



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

MONDAY

OCT 1st, 2018

7:00 P.M.

Attending:

Mayor McPike
Councilor McAvoy
Councilor Cormier
Councilor Wilde
Councilor Marble
Councilor Wright
Councilor Ryder

Town Manager Jim Chandler
Town Clerk Paula Scott
Eric Jarvi

Mayor McPike called the meeting to order at 7:00 p.m.

- A. **PLEDGE OF ALLEGIANCE** – *Mayor McPike led the Pledge of Allegiance*
- B. **CONSENT AGENDA** – *Councilor McAvoy made a motion, seconded by Councilor Marble to accept the consent agenda. Unanimous in favor, 7-0.*

Resolution 2018-15

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. Sept. 17th Council minutes

3. COMMUNICATIONS

4. REPORTS

- a. Finance Committee Minutes – Sept 4th, 2018
b. Infrastructure Committee Minutes – Aug. 27th, 2018
c. Planning & Development Committee Minutes – None
d. Services Committee Minutes – None

- C. **PUBLIC COMMENTS** - *None*

- D. **POLICY AGENDA**

NOTE: The Council will take a 5-minute recess at 8:00 pm.

1. NEWS, PRESENTATIONS & AWARDS - None

2. PUBLIC HEARINGS

- a. **Proposed amendments to the Harbor Ordinance– referral from Council, September 17th, 2018** – At 7:06, Councilor McAvoy made a motion, seconded by Councilor Ryder to open the public hearing. Unanimous, 7-0.

Resolution 2018-154.

There were no comments or questions from the public. At 7:07 pm, Councilor McAvoy made a motion, seconded by Councilor Marble, to close the public hearing. Unanimous, 7-0.

Resolution 2018-155

Councilor McAvoy made a motion, seconded by Councilor Marble to adopt the proposed amendments to the Harbor Ordinance. Unanimous vote in favor, 7-0.

Resolution 2018-156

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. **Absentee ballot processing November 5th** -Councilors discussed the Council meeting scheduled for the day before the election. Consensus cancel the meeting and will convene on another day in the event of something needing action.

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

- a. **Council approval of the Edythe L. Dyer Community Library Meeting Rooms Policy – referral from Finance & Administration Committee** – Councilor Marble made a motion, seconded by Councilor McAvoy, to approve the Edythe L Dyer Community Library Meeting Room Use Policy as presented. Unanimous vote in favor, 7-0.

Resolution 2018-157

- b. **Council referral to public hearing the proposed amendments to the Fees Ordinance – referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Marble to refer to public hearing for October 15th. After discussion, Councilor Marble made a motion, seconded by Councilor McAvoy, to amend the motion to refer to public hearing for October 15th the proposed amendment to the Fees Ordinance as referred from Finance & Administration Committee. Unanimous vote in favor, 7-0.

Resolution 2018-158

The amended motion was brought to vote and carried, 6-1.

Resolution 2018-159

- c. **Council referral to public hearing the proposed repeal of the Outdoor Wood Boiler Annual Licensing Ordinance – referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Wright, to refer the proposed repeal of the Outdoor Wood Boiler Annual Licensing Ordinance to public hearing for October 15th. Unanimous vote in favor, 7-0.

Resolution 2018-160

- d. **Council referral to public hearing the proposed amendments to the Town Ways Ordinance – referral from Finance & Administration Committee** – Councilor McAvoy made a motion, seconded by Councilor Marble, to refer the proposed amendments to the Town Ways Ordinance to public hearing for October 15th. Unanimous vote in favor, 7-0.

Resolution 2018-161

E. COMMITTEE REPORTS

Planning & Development Committee – Chairman Ryder reported that the next meeting will be Wednesday the 3rd.

Services Committee – Chairman Marble reported that the next meeting will be Monday the 6th.

Infrastructure Committee – Chairman Cormier reported that committee met on September 24th and discussed status of employee driver's licenses. Discussed a code complaint on Mayo Road. A certified letter was sent which was refused, so service will be done through the Sheriff's office. Director Currier updated on the status of the mold remediation, in phase 4. Chairman Cormier recognized the Town Clerk and Tammy

Ewing for extra work on the weekends during this process. Discussed the beaver dams on Meadow and Sawyer Roads.

Finance & Administration – *Chairman McAvoy reported on all activity discussed and acted on at tonight's Council meeting.*

- F. MANAGER'S REPORT** – *Manager Chandler reported on the BLS inspection and violation and methods to improve training and record keeping. Discussed the second town center meeting, the issues with solid waste and recycling and the receipt of four proposals for Western Avenue permitting.*
- G. COUNCILORS' COMMENTS**
Councilor Ryder – No comment
Councilor Wright – No comment
Councilor Marble – Spoke to credit Councilors with thoughtful discussion on certain services either tax payer vs. user fee based. Congratulated Fresh Ginger Fusion who recently won an award for best new restaurant and encouraged residents to get involved with town center planning.
Councilor Wilde – Congratulated the Bronco football team on their recent win.
Councilor Cormier – Recognized Sean Currier and Kyle Severance as well for all their efforts with the mold remediation.
Councilor McAvoy – Spoke regarding the need to distinguish between household solid waste and demo debris and who should pay for it; whether everyone or just the users. He reminded everyone to shop local and buy American.
Mayor McPike – No comment
- H. ADJOURNMENT** – *With no further business, the meeting adjourned at 7:36 p.m.*

Respectfully Submitted,



Paula A. Scott, CCM
Town Clerk



B-3-a

Eagle Scout Candidate Thank You Letter

October 2nd, 2018

Dear Sean Currier,

As you know, I've been working on my Eagle Scout Project at the VFW since last fall, but I am very happy to let you know that I completed the construction of the court yesterday. After constructing it, I calculated that the project had over 200 man hours of work put into it, every hour of which was vital to the success of this endeavor. My former P.E. teacher, who is the beneficiary representative of the project, is very excited about the court being completed as well, and she says that it will greatly benefit the Special Olympics of Maine summer games and the many people involved in it.

While it is I who takes credit for this project, I couldn't have done this with you and the many other people who helped. Everything helped; from donations to recommendations, to physical work and lending equipment. I want you to know that all you did for this project really helped me and everyone else involved. It's nice to know that there are people willing to help the community without anything in return.

The last step in the process will be sitting for my scoutmaster conference and board of review, both of which will be scheduled very soon. Again, I'd like to thank you for all you did to get me this far, as well as to thank all people who, like you, support the Boy Scouts of America, young Eagle scouts all across the country, and are happy to help out their communities for the greater good.

Yours in Scouting,

Levi Husson
Leviathan Husson

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

October 22, 2018

Hannaford Bros. Co., LLC
145 Pleasant Hill Road
Scarborough, Me. 04074

RE: Victualer's license Hannaford Supermarket & Pharmacy #8417
77 Western Ave. Hampden, Me. 04444

Dear Sir/Madam:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Paula /
Town C

Enclosi

VICTUALER'S LICENSE CERTIFICATE

No. 18-09

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: Oct. 22, 2018

KNOW YE, that Hannaford Bros. Co., LLC, doing business as Hannaford Supermarket & Pharmacy #8417 has been duly licensed as a Victualer at 77 Western Ave. in the Municipality of Hampden by said Municipality until 10/23, 2019, and has paid to the Municipal Treasurer the fee of One hundred Dollars (\$150.00).

Authorized Municipal Officer

CODE ENFORCEMENT OFFICER

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
email: info@hampdenmaine.gov

B-3-C

November 13, 2018

Lorraine Wilbur/Linda Nowell
Coffee Break Café
75 Main Rd. North
Hampden, Me. 04444

RE: Victualer's license

Dear Sir/Madam:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

Paula A. Scott

Pa
To

En

VICTUALER'S LICENSE CERTIFICATE

No. 18-10

MUNICIPALITY OF HAMPDEN, MAINE

To all whom these presents may concern: Date: Nov 13, 2018

KNOW YE, that Lorraine Wilbur/Linda Nowell, doing business as Coffee Break Cafe has been duly licensed as a Victualer at 75 Main Rd. North in the Municipality of Hampden by said Municipality until 11/19, 2019, and has paid to the Municipal Treasurer the fee of One hundred Dollars (\$100.00).

Myles P. Blawie
Authorized Municipal Officer

CODE ENFORCEMENT OFFICER

INFRASTRUCTURE COMMITTEE MEETING

Monday, September 24, 2018

MINUTES**Attending:**

Councilor Mark Cormier, Chairman

Councilor Terry McAvoy

Major McPike

Councilor Wilde

Councilor Ryder

Councilor Marble

Town Manager Jim Chandler

Sean Currier, Public Works

Director

Chairman Cormier called the meeting to order at 6 PM.

1. MINUTES

- a. August 27, 2018 Meeting** – *Motion by Councilor McAvoy seconded by Councilor Marble to approve the minutes as written. Motion carried six in favor and none against.*

2. UNFINISHED BUSINESS

None

3. NEW BUSINESS

- a. Discussion of Driver License Verification process for Public Works employees – request of Councilor Ryder**

Director Currier stated that all, but 2 employees have their CDL license. One transfer station employee who is not required to have a CDL, and a cemetery employee who has applied for his permit.

4. STAFF UPDATES & MANAGER ITEMS

- a. Status – Mayo Road Code Compliant** – Myles Block reported that a certified letter was mailed to the resident with no response, along with a regular mail letter copy. It was the consensus of the Committee to pursue civil action.
- b. Status – Mold Remediation Project at Municipal Building**
Phase IV – is wrapping up. Air duct cleaning was discussed.
- c. Manager Item – Emergency Municipal Building Repairs/Expenses Memo**
- d. LED Lights** – Director Currier updated the Committee on the PUC approval of rates for LED lights. Emera Maine will be starting to change out the LED street light within the town.
- e. Old Christmas lights** – Council feels that these can be thrown out, the Christmas banners have replaced the lights.

5. PUBLIC COMMENTS

none

6. COMMITTEE MEMBER COMMENTS

Councilor Ryder asked about the beaver dams on Meadow and Sawyer Roads.

Rocks and gravel are showing up in the invert of the structure of pump station on Mayo road. Discussion was had on where this debris may be coming from.

Stock piling of wood debris at the transfer station was discussed.

Councilor Ryder had several items of complaints for Director Currier, all items have been resolved and completed.

7. ADJOURN

There being no further business, the meeting was adjourned at approximately 7:00 p.m.

*Respectfully Submitted,
Rosemary Bezanson, Public Works*



Town of Hampden
Planning and Development Committee
 Wednesday October 3, 2018, 6:00 pm
 Municipal Building Council Chambers

Minutes

Attending:

Committee/Council

David Ryder - Chair
 Dennis Marble
 Ivan McPike
 Terry McAvoy
 Mark Cormier
 Stephen Wilde

Staff

Myles Block, Code Enforcement Officer

Public

None

Chairman Ryder called the meeting to order at 6:00 pm.

1. Minutes for the September 5, 2018 meeting – **Motion** to approve as submitted made by Councilor McAvoy; second by Councilor Marble; carried 6/0/0.
2. Committee Applications: None
3. Citizen's Initiatives: None
4. New Business:

a. Urban Impaired Streams and Compensation Fee Utilization Plan

CEO Block presented for Planner Cullen who was unable to attend. He handed out the draft plan. The main points of the discussion were:

- this will allow developers to pay a compensation fee instead of eliminating existing impervious surfaces in the watershed as required by statute and DEP's rules
- the fund has to be a separate savings account which accrues interest and carries over from year to year
- the only expenses it can be used for are to implement the projects that are included in the Compensation Fee Utilization Plan (CFUP)
- the plan must be approved by the Town and by DEP
- this plan is only for Sucker Brook, and we'll need to do another one for Shaw Brook
- Councilor Ryder asked if the money in this account could be used for the Old County Road culvert; CEO Block said yes, and it can go toward soft costs (engineering) as well as grant matching
- other projects include bank stabilization and stormwater infrastructure at the Bangor line on Mecaw Road
- Councilor Marble suggested these projects could benefit from other funding sources such as TIF or the Environmental Trust
- the only types of development that are affected by this are developments that require DEP permitting for a Site Law permit; it will not affect homeowners

- in the business park, the only new development that will be required to comply with this will be those that wish to develop outside the boundaries of the “impervious surface” area designated on each lot, which were approved by DEP under the subdivision’s Site Law permit (this includes FW Webb who is combining three lots).
- Planner Cullen will be bringing the final plan to the P&D Committee in November.

b. Board of Appeals Ordinance

CEO Block presented this item, the main points of discussion were:

- the Board of Appeals has a lot of difficulty getting and keeping 7 members, statute allows 5 or 7; one of the main recommendations in this proposed amendment is to reduce the number to 5 members and 1 alternate
- cleaning up language to eliminate things we no longer have or adding language we need
- discussion regarding recent application for a disability variance

Motion by Councilor Marble to refer this to Town Council for public hearing; second by Councilor McAvoy; carried 6/0/0.

5. Old Business: None

6. Zoning Considerations/Discussions: None

7. Updates:

- a. MRC/Fiberight: CEO Block reported that the road has the final course of pavement on it now. The Town has not accepted the road yet and the expectation is that it must go through another winter before the Town considers doing so. Any damage to the road will need to be fixed by MRC/Fiberight prior to acceptance.

- b. Staff Report: Nothing in addition to the report in the packet.

8. Public Comments: None

9. Committee Member Comments: Councilor Ryder commented about a conversation he had with the owner of Tradewinds about how the construction process went, he basically had positive things to say but mentioned an issue with third party review which was quickly resolved. CEO Block said the requirement for third-party engineering review varies depending on the complexity of the project. Councilor Ryder suggested that it would be helpful to developers if staff would meet with them informally prior to the process to give them a thorough review of the entire process.

10. Adjournment: **Motion** to adjourn the meeting at 6:16 pm made by Mayor McPike, seconded by Councilor Marble; motion carried 6/0/0.

Respectfully submitted by
Karen Cullen, Town Planner
(prepared from tape recording and CEO Block notes)

SERVICES COMMITTEE MEETING**Monday, October 9, 2018****6:00 pm****HAMPDEN TOWN OFFICE****MINUTES****Attending:****Chairman Marble****Councilor McAvoy****Councilor Ryder****Councilor McPike****Councilor Wilde (Partial Meeting)****Councilor Cormier****Town Manager Jim Chandler****Rec Director Shelley Abbott****Fred Marshall, Plymouth Engineering****1. MINUTES**

- a. **September 10, 2018** – Councilor McAvoy made a motion, seconded by Councilor Wright to accept the minutes with the correction that Councilor Cormier was in attendance. Unanimous vote in favor, 6-0.

2. COMMITTEE APPLICATIONS & CITIZEN INITIATIVES – None**3. UNFINISHED BUSINESS– None****4. NEW BUSINESS**

- a. **Authorize letter to Spectrum in support of CTAM regarding non-compliance of franchise agreement terms – for Action at the request of staff, Kyle Severance**

Kyle Severance, GIS-IT Specialist, spoke about the cable franchise agreement and non-compliance by Spectrum as it relates to recent CTAM (Community Television Association of Maine) letter and draft legislation aimed to move the PEG (Public Education Government) channels back to the single tier from the recent bump to the 1300 block and foster new franchise agreements. He recommended supporting CTAM's efforts by writing a letter to Augusta from the Town of Hampden. Unanimous vote in favor, 6-0.

- b. **Maintenance concerns at Skehan Center – for Discussion at the request of staff, Jim Chandler and Shelley Abbott**

Maintenance issue and concerns were discussed. The Committee directed Town Manager Chandler to research and obtain additional estimates for adding potable hot water in the restrooms. Also, the lease with Historic Hampden Academy was discussed.

c. Western Avenue Municipal Properties Stormwater Permitting – for Action at the request of staff, Jim Chandler and Shelley Abbott

Discussion on the RFQ for engineering services for the stormwater permitting on Western Avenue municipal properties was discussed at length. The Committee went into executive session, and the recorder was disabled for this portion of the meeting.

A motion was made by Councilor Wright to go into executive session, seconded by Councilor Ryder, vote was unanimous.

A motion was made to come out of executive session by Mayor McPike, this was seconded by Councilor Ryder, vote was unanimous.

Upon returning to public session, a motion was made by Mayor McPike to accept the proposal from Plymouth Engineering for the Town's RFQ requesting stormwater permitting engineering services in an amount not to exceed \$34,000, and to refer the matter to Finance-Administration Committee. Motion seconded by Councilor Wright. Vote was unanimous.

5. STAFF UPDATES & MANAGER ITEMS

a. MRC/Fiberight – Staff Discussion

Short report from the CEO Myles Block on progress of construction and related activities. Short discussion of the recent MRC newsletter and anticipated operations timeline.

b. Discussion of ongoing activities related to the Vafiades Landing – at the request of Chris Packard

Brief report on the ongoing efforts of Mr. Packard to work with town staff on the possibilities of securing permanent public access for this site on the Souadabscook Stream.

6. PUBLIC COMMENTS

7. COMMITTEE MEMBER COMMENTS

8. ADJOURN

*With no further business, the meeting adjourned
Respectfully submitted, Rosemary Bezanson*

**TOWN OF HAMPDEN, MAINE
BOARD OF APPEALS ORDINANCE**

The Town of Hampden Hereby Ordains
Proposed Amendments to the Board of Appeals Ordinance

Deletions are Strikethrough **Additions Double Underlined**

ADOPTED: Hampden Town Council, June 19,
2006 Effective Date: July 19, 2006

CERTIFIED BY: ~~Denise Hodsdon~~ Paula A. Scott
Name

Town Clerk
Title Affix Seal

**BOARD OF APPEALS ORDINANCE
CONTENTS**

ARTICLE		PAGE
1.	ESTABLISHMENT AND ORGANIZATION.....	2
2.	JURISDICTION.....	2
3.	POWERS AND DUTIES OF THE BOARD OF APPEALS.....	2
4.	APPEAL PROCEDURE.....	3
5.	CONFLICT OF INTEREST.....	5
6.	RECONSIDERATION.....	5
7.	STAY OF PROCEEDINGS.....	6
8.	NEW APPEALS.....	6
9.	EFFECTIVE DATE.....	6

TOWN OF HAMPDEN, MAINE BOARD OF APPEALS ORDINANCE

ARTICLE 1 ESTABLISHMENT AND ORGANIZATION

1.1 Composition of the Board of Appeals. A Board of Appeals is hereby established which shall consist of ~~seven-five~~ (75) members and ~~two-one~~ (21) alternates. The term of office of all members is three (3) years, serving staggered terms. Neither a municipal officer nor his/her spouse may be a member of the Board of Appeals. Members of the Board of Appeals shall be appointed by the Town Council. When there is a permanent vacancy, the Municipal Officers shall appoint a new member for the remainder of the unexpired term. Members of the Board of Appeals may be removed from office by the Town Council for cause upon written charges and after hearing. The Board of Appeals shall elect a chairperson and secretary from its own membership.

1.2 Present Board Re-Established. The present Zoning Board of Appeals for the Town of Hampden as now constituted, shall constitute the Board of Appeals under this ordinance, and each member thereof shall serve the remainder of his or her present term.

ARTICLE 2 JURISDICTION

2.1 Jurisdiction of the Board of Appeals. The Board of Appeals is authorized to hear appeals from decisions made under the following Codes and Ordinances of the Town of Hampden, as the same may be amended from time to time. All appeals and variance requests shall be in accordance with the applicable provisions of the subject code or ordinance, including any provisions thereof specifying the jurisdiction of the Board.

1. ~~Building Code Ordinance.~~ Maine Uniform Building and Energy Code
2. Fire Prevention Code.
3. Floodplain Management Ordinance.
4. Historic Preservation Ordinance.
5. Life Safety Code Ordinance.
6. Mobile Home Park Ordinance.
7. ~~Residential Building Code Ordinance.~~ Shoreland Zoning Ordinance
8. Special Amusement Ordinance.
9. Zoning Ordinance.
10. Any other State or Locally adopted code, ordinance or standard that references appeals, interpretation, or review by the Municipal Board of Appeals.

2.2 Enforcement Decisions. The Board of Appeals' authority does not include appeals from enforcement decisions made by the Code Enforcement Officer, Building ~~Inspector~~ Official, Fire Inspector, or other enforcement official. The term *enforcement decisions* refer to violation determinations and enforcement actions taken by the enforcement official.

ARTICLE 3 POWERS AND DUTIES OF THE BOARD OF APPEALS

3.1 Powers and Duties of the Board of Appeals. The Board of Appeals shall have the following powers as provided for in the subject code or ordinance:

3.1.1. *De novo Review.* To hear and decide, on a de novo basis, an administrative appeal alleging that there is an error in any order, requirement, decision, or determination made in writing by, or failure to act by, the Code Enforcement Officer, Building ~~Inspector~~Official, Fire Inspector, or other official in regard to an application for a permit under the subject code or ordinance.

3.1.2. *Appellate Review.* If authorized by the subject code or ordinance, to hear and decide on an appellate basis, an administrative appeal alleging that there is an error in any order, requirement, decision, or determination made by, or a failure to act by, the reviewing authority body in regard to an application for a permit, license, or approval under the subject code or ordinance.

3.1.3 *Standard of Review.* When acting in a de novo capacity, the Board of Appeals shall hear and decide the administrative appeal afresh, undertake its own independent analysis of the evidence presented and the law, research its own decision, and make findings and conclusions in support of its decision. When acting in an appellate capacity, the Board of Appeals shall limit its review to the record of the proceedings before the reviewing authority body, and may reverse the decision of that body only upon a finding that the decision was contrary to specific provisions of the subject code or ordinance or was not supported by substantial evidence in the record. The Board of Appeals shall not substitute its judgment for that of the reviewing authority body. If the Board reverses the decision of the reviewing authority body, it shall remand the matter to that body for further consideration.

3.1.4. *Variances.* To authorize variances in specific cases but only within the limitations set forth in the subject code or ordinance of the Town of Hampden.

3.1.5. *Interpretation of Ordinances.* As provided in the subject code or ordinance, the Board of Appeals shall have the authority to hear appeals to interpret the provisions of a code or ordinance called into question. The Board of Appeals shall interpret the provision called into question based on any of the following considerations: the context in which the word is used in the subject code or ordinance; the legislative intent implicit in the use of the word; definitions given by experts qualified in the field under consideration; other evidence which is germane to the issue but does not involve the specific proposal at hand; and ordinary usage of the word.

3.1.6. *Adoption of Rules.* The Board of Appeals shall have the authority to adopt rules of procedure to govern the conduct of its business as long as the rules are consistent with this ordinance and any other applicable codes or ordinances, and with state laws.

ARTICLE 4 APPEAL PROCEDURE

4.1. Making an Appeal

4.1.1. Appeals to the Board of Appeals shall be taken within thirty (30) days of the decision appealed from, and not otherwise, except that the Board, upon a showing of good cause, may waive the thirty (30) day requirement.

4.1.2. Such an appeal shall be made by filing with the Board of Appeals a written notice of appeal, specifying the grounds for such appeal. For an appellate appeal, the application, record of the reviewing authority body, decision of the body, and any written arguments on the appeal shall be filed by applicant at least 7 days before the hearing. In addition, for a de novo appeal, all written materials and exhibits in support of the appeal must be filed by the applicant at least 7 days before the hearing. Any opposing parties may file a response to such materials at least 3 days before the hearing. No

exhibits or other written materials that were not filed within these time limits shall be admitted at the hearing except by leave of the Chair for good cause shown.

4.1.3. The Board of Appeals shall notify the town official, or reviewing authority body, and applicant of the appeal.

4.1.4. The Board of Appeals shall hold a public hearing on the appeal within thirty-five (35) days of its receipt of an appeal application. Notice of the date, time, and place of the hearing shall be placed in newspapers of general circulation in the area at least seven (7) days prior to the hearing. In addition, at least seven (7) days prior to the hearing, notice of the appeal shall be sent by mail to the owners of properties that abut the property for which the application or appeal is made. Failure of an abutter to receive notice shall not invalidate the proceedings. A fee shall be paid for application of all appeals, variances and sewer reviews consistent with the provisions of the Town of Hampden Fees Ordinance. The cost of the appeal shall be borne by the person(s) filing the appeal.

4.2. Hearings

4.2.1. For an appellate appeal, the Board may not accept new evidence on the subject matter of the appeal, but may receive oral or written argument concerning the merits of the appeal.

4.2.2. For de novo appeals, the Board may receive any oral or documentary evidence, but shall provide as a matter of policy for the exclusion of irrelevant, immaterial or unduly repetitious evidence. Every party shall have the right to present his/her case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct such cross examination as may be required for a full and true disclosure of the facts. Unsubstantiated hearsay and third party hearsay shall not be given the same weight as documented evidence.

4.2.3. The appellant's case shall be heard first. To maintain orderly procedure, each side shall proceed without interruption. Questions may be asked through the Chair. All persons at the hearing shall abide by the order of the Chairman.

4.2.4. At any hearing a party may be represented by agent or attorney. Hearings shall not be continued to other times except for good cause.

4.2.5. The town official, or representative of the reviewing authority body, whose action or non-action is under appeal, shall attend all hearings and may present to the Board of Appeals all plans, photographs, or other material deemed appropriate for an understanding of the appeal.

4.2.6. The transcript of testimony, if any, and exhibits, together with all papers and requests filed in the proceedings, shall constitute the record.

4.3. Decisions of the Board of Appeals

4.3.1. A majority of the members of the Board shall constitute a quorum for the purpose of deciding an appeal. A member who abstains shall not be counted in determining whether a quorum exists.

4.3.2. The concurring vote of a majority of the members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the town official or reviewing authority body, or to decide in favor of the applicant on any matter on which it is required to act under this Ordinance, or to effect any variation in the application of this Ordinance.

4.3.3. The person filing the appeal shall have the burden of proof.

4.3.4. The Board shall decide all appeals within thirty-five (35) days after hearing, and shall issue a written decision on all appeals.

4.3.5. All decisions shall become a part of the record and shall include a statement of findings and conclusions as well as the reasons or basis therefore, upon all the material issues of fact, law or discretion presented, and the appropriate order, relief or denial thereof. Notice of any decision shall be mailed or hand delivered to the appellant, or appellant's representative or agent, and the town official or reviewing authority body whose action or non-action was the subject matter of the appeal within seven (7) days of the decision date.

4.3.6. Upon notification of the granting of an appeal or variance or the interpretation of an ordinance by the Board of Appeals, the town official or reviewing authority body shall promptly act in a manner consistent with the Board's decision, unless an appeal is taken therefrom to Superior Court.

(Note that if the enforcement officer, board or council has denied an application based on multiple non-compliance issues reversal of a solitary decision might not have the effect of reversing the overall basis of the denial. For example if a building permit application failed to meet building code and zoning standards relief from one standard would not result in an approval of the project).

4.3.7. A copy of all variances effecting shoreland zoning granted by the Board of Appeals shall be submitted to the Dept. of Environmental Protection within fourteen (14) days of the decision.

4.4. Appeal to Superior Court - Any aggrieved party who participated as a party during the proceedings before the Board of Appeals, and has standing to do so, may take an appeal to Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure within forty-five (45) days from the date of any decision of the Board of Appeals.

ARTICLE 5 CONFLICT OF INTEREST

5.1. Voting Procedure for Determination of Conflict of Interest. Any question of whether a particular issue involves a "conflict of interest" sufficient to disqualify a member from voting thereon, shall be decided by a majority vote of the members, except the member whose potential conflict is under consideration.

5.2. Conflict of Interest. The term "conflict of interest" shall be construed to mean direct or indirect pecuniary interest, which shall include pecuniary benefit to any member of the person's immediate family (e.g., grandfather, father, wife, son, grandson) or to the member's employer or the employer of any member of the person's immediate family or any other prejudice that would prevent a Board member from rendering an unfair and/or impartial decision.

ARTICLE 6 RECONSIDERATION

6.1. Reconsideration of Decisions. The Board of Appeals may reconsider any decision within forty-five (45) days of its prior decision. A request to reconsider must be filed within ten (10) days of the decision to be reconsidered. A vote to reconsider and the action taken on the reconsideration must occur and be completed within forty-five (45) days of the date of the vote on the original decision. The Board may conduct additional hearings and receive additional evidence and testimony. Notwithstanding Section 4.4,

appeal of a reconsidered decision must be made within fifteen (15) days after the decision on reconsideration.

**ARTICLE 7
STAY OF PROCEEDINGS**

7.1. *Stay of Proceedings.* An appeal stays all legal proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board after the notice of appeal has been filed with him, that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life and property. In such case proceedings shall not be stayed otherwise than by a court of record on application, on notice to the officer from whom the appeal is taken, and on due cause shown.

**ARTICLE 8
NEW APPEALS**

8.1 *New Appeals.* After a decision has been made by the Board of Appeals, a new appeal of similar import shall not be submitted to, or entertained by, the Board until one (1) year has elapsed from the date of the decision.

**ARTICLE 9
EFFECTIVE DATE**

9.1. *Effective Date.* The effective date of this Ordinance shall be 30 days from the date of adoption by the Town Council.

GENERAL ASSISTANCE ORDINANCE



**Prepared by Maine Municipal Association
August 2018**

Appendix A
Effective: 10/1/18 – 9/30/19

2018-2019 GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	733	814	1,032	1,294	1,748
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	693	697	908	1,137	1,297
Lewiston/Auburn MSA: Auburn, Durham, Greenc, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	669	736	932	1,193	1,461
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,058	1,159	1,483	1,986	2,303
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	989	1,039	1,382	1,749	2,433
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	784	831	1,091	1,593	1,820

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	786	875	1,017	1,345	1,636
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	766	884	1,098	1,487	1,515

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	622	662	773	1,016	1,112
Franklin County	650	680	807	1,005	1,431
Hancock County	698	798	1,009	1,274	1,397
Kennebec County	727	756	944	1,241	1,326
Knox County	759	765	944	1,210	1,344
Lincoln County	788	845	1,004	1,259	1,503
Oxford County	694	699	839	1,221	1,426
Piscataquis County	615	681	843	1,115	1,238
Somerset County	679	714	859	1,156	1,219
Waldo County	696	761	903	1,231	1,389
Washington County	679	683	840	1,062	1,212

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/18 to 09/30/19

2018-2019 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2018, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155

Note: For each additional person add \$144 per month.

Appendix C

Effective: 10/01/18 to 09/30/19

2018-2019 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See *Instruction Memo* for further guidance.)

Non-Metropolitan FMR Areas

Aroostook County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	112	483	131	565
1	115	496	140	600
2	133	572	163	700
3	180	776	217	932
4	192	826	236	1,016
Franklin County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	119	511	138	593
1	120	514	144	618
2	141	606	171	734
3	178	765	214	921
4	266	1,145	310	1,335
Hancock County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	124	535	147	633
1	140	602	169	726
2	183	788	215	924
3	230	988	273	1,175
4	246	1,058	299	1,285
Kennebec County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	131	564	154	662
1	131	564	159	684
2	168	724	200	859

3	222	955	266	1,142
4	230	987	282	1,214

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	139	596	161	694
1	139	596	161	694
2	168	724	200	859
3	215	924	258	1,111
4	234	1,005	287	1,232

<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	625	168	723
1	151	649	180	773
2	182	783	214	919
3	226	973	270	1,160
4	271	1,164	323	1,391

<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	528	146	629
1	123	528	146	629
2	140	600	175	754
3	218	935	261	1,122
4	253	1,087	306	1,314

<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	110	474	130	559
1	119	512	144	619
2	149	640	179	771
3	203	871	240	1,032
4	220	946	266	1,142

<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	517	143	614
1	121	519	149	642
2	147	631	180	774
3	202	870	246	1,057
4	205	880	257	1,107

Non-Metropolitan FMR Areas

Waldo County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	530	147	631
1	131	565	160	689
2	159	683	190	818
3	220	945	263	1,132
4	244	1,050	297	1,277
Washington County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	119	513	143	614
1	119	513	143	614
2	140	601	176	755
3	181	776	224	963
4	203	873	256	1,100

Metropolitan FMR Areas

Bangor HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	132	567	155	668
1	144	618	173	742
2	185	793	220	947
3	234	1,008	278	1,195
4	328	1,409	380	1,636
Penobscot Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	123	527	146	628
1	123	527	146	628
2	156	669	191	823
3	198	851	241	1,038
4	223	958	276	1,185
Lewiston/Auburn MSA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	503	140	604
1	125	540	154	664
2	165	711	197	847
3	211	907	254	1,094
4	261	1,122	314	1,349

Metropolitan FMR Areas

Portland HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	208	892	231	993
1	224	963	253	1,087
2	289	1,244	325	1,398
3	395	1,700	439	1,887
4	457	1,964	510	2,191
York/Kittery/S. Berwick HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	824	215	924
1	196	843	225	967
2	266	1,143	302	1,297
3	340	1,463	384	1,650
4	487	2,094	540	2,321
Cumberland Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	618	167	719
1	148	635	177	759
2	202	868	234	1,006
3	304	1,307	347	1,494
4	344	1,481	397	1,708
Sagadahoc Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	623	168	721
1	158	679	187	803
2	185	795	217	932
3	246	1,059	290	1,246
4	302	1,297	354	1,524
York Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	600	163	701
1	160	688	189	812
2	203	875	236	1,013
3	274	1,201	323	1,388
4	274	1,201	326	1,403

Appendix D

Effective: 10/01/18 to 09/30/19

2018-2019- ELECTRIC UTILITY MAXIMUMS

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

Appendix E

Effective: 10/01/18 to 09/30/19

2018-2019 HEATING FUEL MAXIMUMS

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F

Effective: 10/01/18 to 09/30/19

2018-2019 PERSONAL CARE & HOUSEHOLD SUPPLIES
MAXIMUMS

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

APPENDIX G

Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 44 cents (44¢) per mile.

Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,125**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$785**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$50
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Appendix I

26 MRSA §1043 (23)

Misconduct. "Misconduct" means a culpable breach of the employee's duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee's entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute "misconduct" as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
- (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
- (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
- (4) Failure to exercise due care for punctuality or attendance after warnings;
- (5) Providing false information on material issues relating to the employee's eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
- (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
- (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
- (8) Unauthorized sleeping while on duty;
- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee's qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

Appendix I

[1999, c. 464, §2 (new).]

B. “Misconduct” may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;**
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer’s notification rules and policies; or**
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.**

[1999, c. 464, §2 (new).]

Appendix I

[1999, c. 464, §2 (new).]

B. "Misconduct" may not be found solely on:

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;**
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or**
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.**

[1999, c. 464, §2 (new).]



Item D. 3, a.

MEMORANDUM

106 Western Avenue
Hampden, Maine 04444
Office: 207-862-3034
Facsimile: 207-862-5067

TO: Town Council
FROM: Jim Chandler, Town Manager *JNC*
COPY: Shelley Abbott, Recreation Director
DATE: November 19, 2018
RE: Re-Appointment of Citizen Applicants to Recreation Committee

Councilors,

This memorandum is a referral from the Services Committee and requests action to make appointments of the attached citizen applications for either initial or re-appointment to the Recreation and Pool Committees respectively, as noted below:

Initial Appointment:

- Joshua Scroggins – Recreation Board

Re-Appointment:

- Jane Jarvi – Recreation Board
- Stephanie Shayne – Recreation Board
- Patrick Foley – Lura Hoit Pool Board
- Marsha Richardson – Lura Hoit Pool Board

Each has applied to serve on the respective committees for a term of three years. We thank these citizen volunteers as they provide guidance and support to these important community assets and serve their neighbors in this important community leadership role.



Check One: ☒ Initial Application
☐ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Scroggins Joshua D
LAST FIRST MI
ADDRESS: 39 Northern Ave Hampden 04444
STREET TOWN ZIP
MAILING ADDRESS (if different): _____
TELEPHONE: _____
HOME WORK
EMAIL: _____

OCCUPATION: Director of Development- Maine Veterans' Homes

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? My education is as a teacher and while I never taught professionally, I did my student teaching at Bangor

High School and Reeds Brook. I have served on the Bangor Parks and Rec Board (2004-2006 when I briefly lived in Bangor) and have coached various sports for the Bangor Rec, The Bangor Y, Coldbrook Travel Soccer,

and the Hampden Rec. Professionally I have done a lot of work to benefit children's healthcare as the Director of the Children's Miracle Network and as a pediatric fundraiser for EMMC.

Are there any issues you feel this board or committee should address, or should continue to address? I do not have any hidden agendas or issues that are driving me to join this committee, I would just like to offer my skills to help support local children.

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY

Date Application Received: 10/29/18

COUNCIL COMMITTEE ACTION: Services Committee DATE: 11/13/18

COUNCIL ACTION: _____ DATE: _____

☐ NEW APPT ☐ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____



Check One: ☐ Initial Application
☒ Reappointment Application

TOWN OF HAMPDEN

APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Shayne Stephanie

ADDRESS: 82 Foster Ave Hampden 04444

MAILING ADDRESS (if different): _____

TELEPHONE: _____ HOME _____ WORK _____

EMAIL: _____

OCCUPATION: Professor

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Rec Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? Have served for several years on committee already.
Strong background in budgeting + strategic planning

Are there any issues you feel this board or committee should address, or should continue to address? ① Continue to address field space + parking so

programming is not constrained by these factors

② Long term plan for Skehan ^{3 YEAR} center

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY

Date Application Received: OCT 15 2018

COUNCIL COMMITTEE ACTION _____ DATE: _____

COUNCIL ACTION: _____ DATE: _____

NEW APPT _____ REAPPOINTMENT _____ DATE APPOINTMENT EXPIRES: _____



Check One: ☐ Initial Application
☐ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Jarvi Jane

ADDRESS: 10 Sophie Lane Hampden ME 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: _____

OCCUPATION: retired

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Recreation Board / Committee

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? B.S. & M.S. in recreation, sat on committee for 8+ years

Are there any issues you feel this board or committee should address, or should continue to address? _____

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY		Date Application Received: <u>OCT 15 2018</u>
COUNCIL COMMITTEE ACTION: _____	DATE: _____	
COUNCIL ACTION: _____	DATE: _____	
<input type="checkbox"/> NEW APPT	<input type="checkbox"/> REAPPOINTMENT	DATE APPOINTMENT EXPIRES: _____

Rev. 02/16/2017

Paula Scott | TOWN OF HAMPDEN



Check One: ☐ Initial Application
☒ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Foley Patrick J
LAST FIRST MI

ADDRESS: 79 Hinkley Hill Rd Carmel 04419
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME

EMAIL: _____

OCCUPATION: Fire Captain. 101st ANG Fire Dept.

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Lura Hoit Pool

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have served on this board for several years and bring a historical perspective and an enthusiastic attitude to the board

Are there any issues you feel this board or committee should address, or should continue to address? none

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

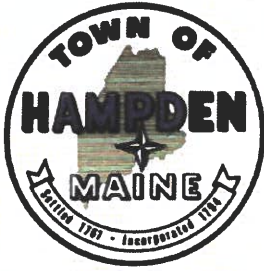
FOR TOWN USE ONLY

Date Application Received: 10/30/18

COUNCIL COMMITTEE ACTION: Services DATE: 11/13/18

COUNCIL ACTION: _____ DATE: _____

☐ NEW APPT ☐ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____

**Memorandum**

TO: Town Council
CC: Jim Chandler, Town Manager
FROM: Paula Scott, Town Clerk
DATE: November 15, 2018
RE: Committee Appointments

Avery Caldwell has submitted an application for reappointment to the Board of Assessment Review for Committee consideration and recommendation to Council.

Kristie Foster, a new resident to Hampden, has submitted an application for appointment to the Personnel Appeals Board for Committee consideration and recommendation to Council.



Check One: ☐ Initial Application
☒ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: CALDWELL AVERY J.
LAST FIRST MI
ADDRESS: 150 EMERSON MILL RD HAMPDEN 04444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: _____

OCCUPATION: Real estate broker, appraiser

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: Board of Assessment Review

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? I have had over 20 years experience in
real estate brokerage, finance, appraisal &
assessing. I am a Certified Maine Assessor, MRS.

Are there any issues you feel this board or committee should address, or should continue to address? _____

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA E. HOIT MEMORIAL POOL
HARBOR COMMITTEE

EDYTHE L. DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

FOR TOWN USE ONLY

Date Application Received: 11/1/18

COUNCIL COMMITTEE ACTION: Finance & Admin DATE: 11/19/18

COUNCIL ACTION: _____ DATE: _____

____ NEW APPT ____ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____



Check One: ☒ Initial Application
☐ Reappointment Application

TOWN OF HAMPDEN
APPLICATION FOR TOWN BOARDS AND COMMITTEES

NAME: Foster Knstie M
LAST FIRST MI
ADDRESS: 411 Old County Rd #9 Hampden 01444
STREET TOWN ZIP

MAILING ADDRESS (if different): _____

TELEPHONE: _____
HOME WORK

EMAIL: _____

OCCUPATION: Senior Manager - Wayfair

BOARD OR COMMITTEE PREFERENCE:

FIRST CHOICE: personnel Appeals Board / Board of Trustees
Lura Hoit Memorial Pool

SECOND CHOICE (OPTIONAL): _____

How would your experience, education and/or occupation be a benefit to this board or committee? As a senior leader in a fast paced and growing

organization, I bring strong work ethic, organization, time
management, decision making skills and every aspect of a
personnel experience - hiring, corrective action and terminations

Are there any issues you feel this board or committee should address, or should continue to address? _____

3 YEAR

BOARD OF ASSESSMENT REVIEW
PERSONNEL APPEALS BOARD
LURA HOIT MEMORIAL POOL
HARBOR COMMITTEE

DYER LIBRARY
RECREATION COMMITTEE
BOARD OF APPEALS
HISTORIC PRESERVATION COMMISSION

5 YEAR
PLANNING BOARD

OCT 18 2018

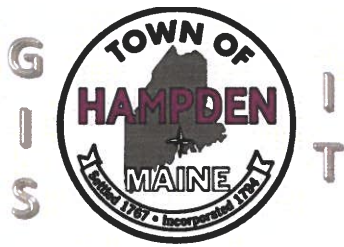
FOR TOWN USE ONLY

Date Application Received: _____

COUNCIL COMMITTEE ACTION: Finance + Admin DATE: 11/19/18

COUNCIL ACTION: _____ DATE: _____

____ NEW APPT ____ REAPPOINTMENT DATE APPOINTMENT EXPIRES: _____



D-5-a

MEMO

To: Jim Chandler, Town Manager & Hampden Town Council
From: Kyle Severance, GIS-IT Specialist
Date: 11/8/18
Re: Request to Use IT Computer Reserve for Lease of Postage Machine

Message:

The purpose of this memo is to request authorization to pay for the initial/unbudgeted costs associated with starting a new lease for a postage machine at the town office. If the solution produces the cost and time saving we expect, subsequent years will be budgeted out of administration.



It will most likely come as a surprise that we currently do not use a postage machine considering all the mailings we do. Our current practice involves getting stamps from the post office and sealing envelopes by hand and tongue. We have researched solutions from Formax and Pitney Bowes and recommend the Formax machine through a company called NeoPost out of Dover, NH. This will allow us to weigh, feed, moisten, and stamp envelopes at a rate of 45 per minute and save two cents on postage every time.

Requested authorization to expend:

\$525.00 for a leased postage machine from NeoPost out of Computer Reserve account 03-711-00

I would be happy to answer any questions you may have. Thank you for your consideration,

Kyle Severance

Ps. Thank you, Danielle Simons, for all the work pulling together staff, the numbers, and speaking/meeting with the sales people!

**Memorandum**

TO: Town Council
CC: Jim Chandler, Town Manager
FROM: Paula Scott, Town Clerk
DATE: November 15, 2018
RE: Ratification vote

These items are on the agenda for a ratification vote. When they were originally voted on and approved on August 6th, it was after they were added to the agenda on the night of those meetings and supporting documentation passed out in hard copy. The votes, however, were not included in the minutes and both meetings had failed recordings due to the equipment failure with the video recorder which made an attempt to correct the minutes impossible. The referral for the truck came from the July 23rd Infrastructure meeting and the referral for the fitness equipment came out of the August 6th Finance meeting. The authorizations for Reserve Fund expenditures need to be captured for the audit so I am respectfully requesting a ratification of the original votes so that they may be in official meeting minutes.

Hampden Public Safety

Emergency Services Working Together

106 Western Avenue
Hampden, ME 04444

D5-b

Phone: 207-862-4000

Email: publicsafety@hampdenmaine.gov

<http://www.hampdenmaine.gov/>

<https://www.facebook.com/hampdenpublicsafety>

Police—Fire—EMS

10/30/2018

Code Enforcement
Building Inspection
Fire Inspection

Local Health Office

Joseph L. Rogers
Director of Public Safety
Kandy A. McCullough
Admin. Office Manager

Police
T. Daniel Stewart
Sergeant / SRO
Scott A. Webber
Sergeant
Christian D. Bailey
Sergeant
Joel Small
Investigator
Joseph D. Burke
Patrol Officer
Benson C. Eyles
Patrol Officer
Shawn F. Devine
Patrol Officer
Marc Egan
Patrol Officer
William Miller
Patrol Officer
Jeffrey L. Rice
Patrol Officer

Fire
Jason Lundstrom
Lieutenant / Fire Inspector
Daniel Pugsley, Jr.
Lieutenant / Paramedic
Matthew St. Pierre
Lieutenant / Paramedic
Myles Block
CEO / Paramedic
Jared LeBarnes
Building Inspector / Paramedic
Joseph Danton
Paramedic / Chaplain
Matthew Thomas
FF / Paramedic
Shawn McNally
FF / Paramedic
Matthew Roope
FF / Paramedic
Chris Liepold
FF / Paramedic

Tammy,

Attached are the 3 quotes we received. The equipment has been or is in the process of being ordered.

The financial breakdown is as follows:

AFG Federal Share- \$37,272.00
Hampden Share- \$ 1863.00

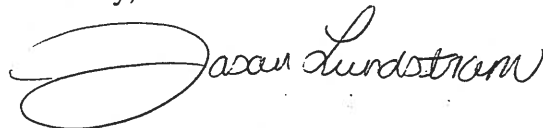
Total Project Cost-\$39,135.00

***Note- The total cost to purchase all of the equipment needed was \$39,132.75. This leaves \$2.25 in leftover funds. I will account for these on my end with material needed locally to install the gym mats.

I will be requesting the federal funds Thursday in the amount of \$37,272.00. Please let me know when we receive them. In addition I will need copies the receipts indicating that we have paid in full. I also need to document that we have spent our share (\$1863.00).

If you have any questions please let me know.

Sincerely,



Lt. Jason Lundstrom
Hampden Fire Department

INFRASTRUCTURE COMMITTEE MEETING
Monday, July 23, 2018
6:00 P.M.
HAMPDEN TOWN OFFICE

AGENDA

(Revised Monday, July 23, 2018)

1. MINUTES
 - a. June 25, 2018 Meeting
2. UNFINISHED BUSINESS
 - a. **Mayo Road Code Complaint – *request of Councilor Marble***
 - i. **Note, the Code Officer was not available for this item when originally placed on the June agenda**
 - b. Update – Ongoing Mold Remediation at Municipal Building
 - c. Update – Cemetery Vehicle Purchase
 - i. Approval of \$21,000 in Reserve Funds Expenditure from DPW Equipment Reserve Account 3-717-00 – *Recommend referral to Council for Action, requested by Sean Currier*
 - d. Update on FY 2019 Paving Pre-Con Meeting
 - e. Schoolhouse Lane Status
3. NEW BUSINESS
 - a. Discussion and Motion to Refer Proposed November 2018 Roads & Bridges Bond Referendum to Council
 - i. Route 1A – \$500,000
 - ii. Route 1A/Western Avenue Signaled Intersection – \$400,000
 - iii. Sawyer Road Bridge – \$250,000
 - iv. Manning Mill Bridge – \$250,000
4. STAFF UPDATES
5. PUBLIC COMMENTS
6. COMMITTEE MEMBER COMMENTS
7. ADJOURN



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

July 23, 2018

To: Jim Chandler
From: Sean Currier
Subject: DPW Equipment – Reserve Request

The Public Works Department is requesting approval to use DPW Equipment Reserve funds in the amount of \$21,000.00 for the purchase of a used 4-door four wheel drive pick-up for the cemetery summer crew to use for transportation to all job sites in Town.

In lieu of a full RFP process costing the tax payers more money, we found a repossessed vehicle at Maine Savings Federal Credit Union that fit the cemetery crew's needs. The DPW mechanic spent time searching for alternate vehicles but we could not find a comparable vehicle with low miles for under \$26,000.00. The vehicle was test driven prior to putting in a bid on the truck. The starting price was 23,950.00 and we bid \$20,000.00. The final negotiated price was \$21,000.00.

This vehicle has been approved in the email poll on July 17 and budgeted for from the DPW Equipment Reserve fund 03-717-00.

Thank you for your consideration.

A handwritten signature in black ink, appearing to be "S. Currier", is written over a horizontal line.

Sean Currier

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

D-5-d

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

PRESENT LICENSE EXPIRES _____

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: Any Time Business hours: 6 AM - 10 PM MON-FRI

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input checked="" type="checkbox"/> OTHER: <u>INDOOR 4 COURT TENNIS CLUB</u> |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>ARMSTRONG TENNIS CENTER</u>		Business Name (D/B/A): <u>ATC ARMSTRONG TENNIS CENTER</u>	
APPLICANT(S) - (Sole Proprietor) <u>DEAN B ARMSTRONG</u> DOB: <u>6/23/1935</u>		Physical Location: <u>60 MECUM ROAD</u>	
DOB: _____		City/Town: <u>Hampden</u> State: <u>MAINE</u> Zip Code: <u>04444</u>	
Address: <u>91 CENTER ST</u>		Mailing Address: <u>SAME AS ABOVE</u>	
City/Town: <u>BANGOR</u> State: <u>ME</u> Zip Code: <u>04401</u>	City/Town: _____ State: _____ Zip Code: _____		
Telephone Number: <u>207 478-5838</u> Fax Number: _____	Business Telephone Number: <u>207 942-4836</u> Fax Number: <u>NONE</u>		
Federal I.D. #: <u>01-0376232</u>	Seller Certificate #: <u>0186516</u> or Sales Tax #: _____		
Email Address: <u>DEAN@ARMSTRONGTENNIS.COM</u>	Website: _____		

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ \$1000.00 LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.
(Use an additional sheet(s) if necessary.)

License #	Name of Business	Physical Location	City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
6. If manager is to be employed, give name: OWNER IS ALSO THE MANAGER
7. Business records are located at: 60 Mecaw Rd, Hampden, Me 04444
8. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
DEAN B ARMSTRONG	6/23/1935	WATERVILLE, ME
MANAGER - OWNER		
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
91 CENTER ST, BANGOR, MAINE 04401		

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒
- Name: _____ Date of Conviction: _____
- Offense: _____ Location: _____
- Disposition: _____ (use additional sheet(s) if necessary)
12. Will any law enforcement official benefit directly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____
13. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒
14. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) DIAGRAM INCLUDED
FOR THE 4 COURT TENNIS CLUB, INCORP.
16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☒ NO ☐ Applied for: _____
17. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 4 miles - church - 5 miles school
Which of the above is nearest? church
18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐
If YES, give details: MACHIAS SAVINGS BANK - MORTGAGE

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Hampden on Nov. 19, 2018
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)
Dean Armstrong
Print Name
DEAN ARMSTRONG

Signature of Applicant or Corporate Officer(s)
Dean Armstrong
Print Name
DEAN ARMSTRONG

FEE SCHEDULE

FILING FEE: (must be included on all applications)..... \$ 10.00

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Hampden, Maine Penobscot
City/Town (County)
On: Nov. 19, 2018
Date

The undersigned being: ☒ Municipal Officers ☐ County Commissioners of the
☐ City ☒ Town ☐ Plantation ☐ Unincorporated Place of: Hampden, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987,c.45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993,c.730,§27(AMD) .]

[1995,c.140,§6(AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

The Seal of the State of Maine is located at the bottom center of the page. It features a shield with a moose in the center, flanked by a fisherman on the left and a farmer on the right. Above the shield is a star and a banner with the word "MAINE". Below the shield is a banner with the word "MAINE".



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: ARMSTRONG TENNIS CENTER
2. Doing Business As, if any: Same
3. Date of filing with Secretary of State: 7/2/1981 State in which you are formed: MAINE
BANGOR TENNIS & RECREATION CLUB
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
DEAN B. ARMSTRONG	91 CENTER ST BANGOR, ME, 04401	6/23/1935	OWNER MANAGER	100 %

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Signature of Owner or Corporate Officer

Date

9/13/2018

DEAN ARMSTRONG

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

1st Floor
Courts Exit

2nd Floor
Court

3rd Floor
Court

4th Floor
Court Exit

4 Exits
Building
A B C D

Divide vertically into
only between courts
that can be retracted easily -

Court ①
Entrance

③ Court
Entrances

2 Doors

② Court
Entrance

Lobby

Pro
Shop

Manager
Office

Windows
Locker
Room
Showers

Track
Locker
Outside

Mens
Locker
Room
Showers

Locker
Area

Female
Room

Outside
Parking
Area

Access
Area

Entrance
Exit

Access
Area
Tennis
Center

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: 11.4.18

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☐ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input checked="" type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>White House Motel, Inc</u>	Business Name (D/B/A) <u>White House Motel</u>
APPLICANT(S) -(Sole Proprietor) <u>John D. Lafayette III</u>	DOB: <u>9.17.55</u>
Physical Location: <u>155 Littlefield Ave</u>	
City/Town <u>Bangor</u>	State <u>Maine</u>
Zip Code <u>04401</u>	
Address <u>155 Littlefield Ave</u>	Mailing Address <u>- Same -</u>
City/Town <u>Bangor, ME</u>	State <u>04401</u>
Zip Code <u>04401</u>	
Telephone Number <u>207-862-3737</u>	Fax Number <u>207-862-3737</u>
Business Telephone Number <u>207-862-3737</u>	Fax Number <u>207-862-3737</u>
Federal I.D. # <u>01-0381910</u>	Seller Certificate #: or Sales Tax #: <u>200081</u>
Email Address: Please Print <u>whitehouseinnbgr@aol.com</u>	Website: <u>www.whitehouseinnbangor.com</u>

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 77
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
- Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

6. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City / Town _____

7. If manager is to be employed, give name: LeeAnn Hawes

8. Business records are located at: 155 Littlefield Ave

9. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

10. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

11. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
John D Lafayette, III	9.17.55	Bangor, ME
Carla J Lafayette	2.8.56	Bangor, ME
LeeAnn Hawes	5.5.67	Bangor, ME
12. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: John D Lafayette III	City: Hampden, ME	State:
Name: Carla J. Lafayette	City: Hampden, ME	State:
Name: LeeAnn Hawes	City: Bangor Stetson	State: ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☒ NO ☐

Name: White House Motel Date of Conviction: 11.2.96

Offense: possession of alcohol after hrs. Location: Lounge

Disposition: fined (use additional sheet(s) if necessary)

14. Will any law enforcement official benefit directly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (On Premise Diagram Required) 77 room hotel,
white, 3 stories

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☒ NO ☐ Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2 miles

Which of the above is nearest? Church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Hampden, ME on November 7, 20 18
Town/City, State Date

CJ Lafayette
Signature of Applicant or Corporate Officer(s)
CJ Lafayette
Print Name

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$ 1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Hampden, Maine Penobscot
City/Town (County)

On: Nov. 19, 2018
Date

The undersigned being: ☒ Municipal Officers ☐ County Commissioners of the
☐ City ☒ Town ☐ Plantation ☐ Unincorporated Place of: Hampden, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall

notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD).]

[1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]

*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*



ON PREMISE DIAGRAM
(Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • **Entrances** • **Office area** • **Kitchen** • **Storage Areas** • **Dining Rooms** • **Lounges** • **Function Rooms** • **Restrooms** • **Decks** • **All Inside and Outside areas that you are requesting approval.**

attached



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: White House Motel
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: 5.27.82 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
John D. Lafayette III	155 Littlefield Ave Bangor, ME 04401	9.17.55	Owner	50%
Carla J. Lafayette	155 Littlefield Ave Bangor, ME 04401	2.8.56	Owner	50%
Chris Austin	54 Harlow St. Bangor, ME 04401		Clerk	
Jackie Rawcliffe	Po Box 59 Hamperden, ME 04444	7.23.63	director	

(Stock ownership in non-publicly traded companies must add up to 100%.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? ☒ Yes ☐ No

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: White House Motel

Date of Conviction: 11.2.96

Offense: possession of alcohol after hours

Location of Conviction: Lounge

Disposition: fined

Signature:

CJ Lafayette
Signature of Owner or Corporate Officer

11.7.18
Date

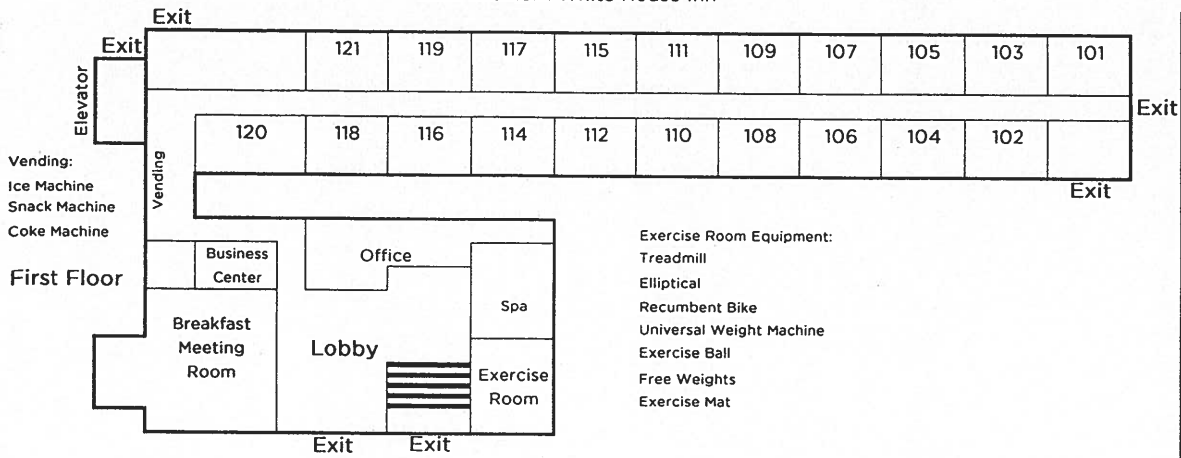
CJ Lafayette
Print Name of Owner or Corporate Officer

Submit Completed Forms to:

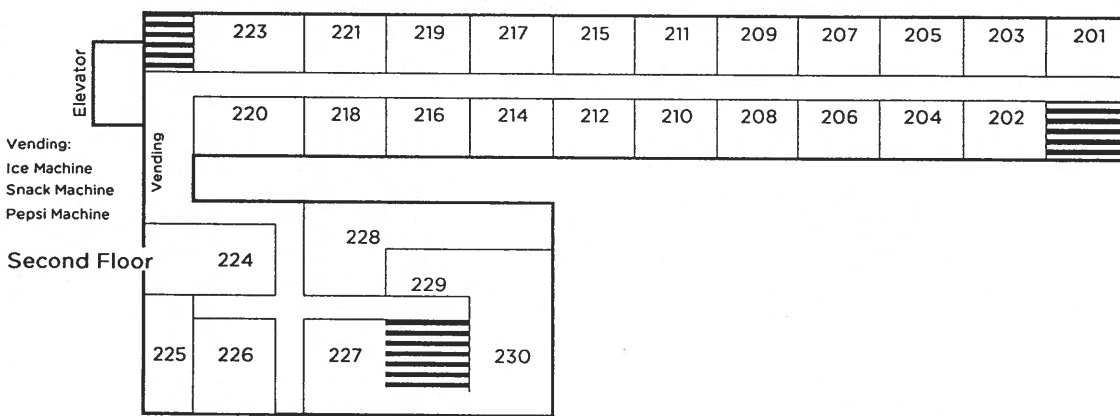
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

Best Western White House Inn

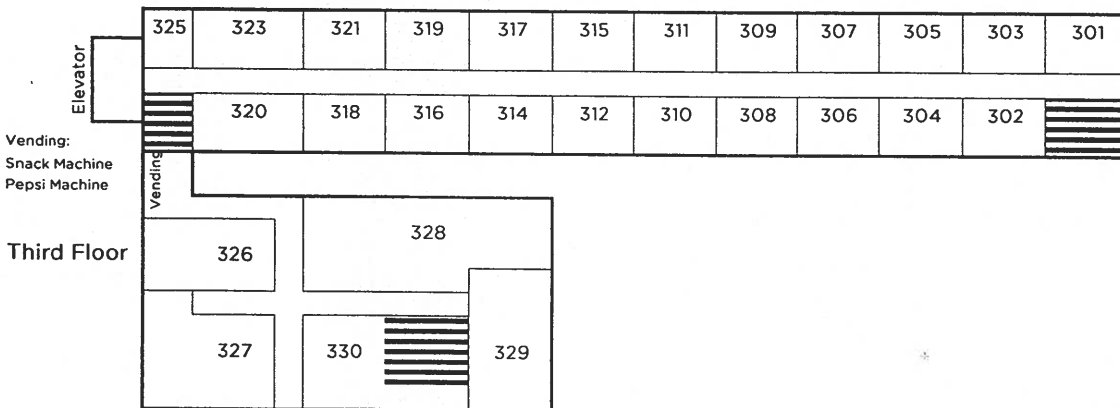
I-95



Swimming Pool



Swimming Pool



Swimming Pool

